

## WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on  
Monday 4<sup>th</sup> October 2021 at 7 pm

Present: Councillors: Mrs H Ogden (HO) – Chairman  
Mr E Boyle (EB), Mrs D Coen (DC),  
Mrs J Davies (JD), Mr C Elsdon-Wortley (CE)  
Mr B Holt (BH), Dr S Kay (SK) – until item 12  
Dr J Lord (JL), Mr C Pither (CP), Mr N Robson (NR),  
Mrs S Sheen (SS) and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)  
Finance Officer: Mrs D Marshall (DM)

Item		Action
1	<b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllr Bird – work commitment.	
2.	<b><u>Declarations of Interest not previously declared</u></b> Cllr Ogden – Item 6.6	
3.	<b><u>Minutes of the Council Meeting on 26<sup>th</sup> July 2021</u></b> It was resolved to approve and sign the minutes of the Council meeting held on 26 <sup>th</sup> July.	
4.	<b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 11 Town Sign – The Clerk reported she was still waiting to her from KCC.	
5.	<b><u>To receive and consider the following Minutes of Committee:</u></b> Cllr Robson presented the Minutes: <b>5.1 <u>Planning and Development – 27.07.21</u></b> The KCC Covers Farm application hearing would take place in November. Cllr Ogden was preparing an information sheet for members of the Planning Committee who would be making a site visit. <b>Resolved:</b> that the Minutes be adopted. <b>5.2 <u>Planning and Development – 12.08.21</u></b> <b>Resolved:</b> that the Minutes be adopted. <b>5.3 <u>Planning and Development – 26.08.21</u></b> SDC were updating studies undertaken during the draft Local Plan. <b>Resolved:</b> that the minutes be adopted. <b>5.4 <u>Planning and Development – 09.09.21</u></b> The latest letter from the Planning Inspector for the Tandridge District	

<p>Council Local Plan was available to view on the TDC website.  <b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.5 <u>Planning and Development – 23.09.21</u></b>  Members of the Planning Committee approved the Minutes.  <b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.6 <u>Allotments Playing Fields and Open – 06.09.21</u></b>  Cllr Lord presented the Minutes.  There were still performance issues with the mowing contractors although there had been some improvement; the work was being monitored.  The ROSPA (safety checks) report had suggested having an ultrasound of the wooden structures in the playground as there was external evidence of cracking.  The Green had taken a battering over the summer due to the commercial use. The businesses had been asked to remove their tables from 4<sup>th</sup> October to allow remedial work to take place. APFOS to discuss use of the paved area for a small number of tables.  Members of the APFOS Committee approved the Minutes.  <b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.7 <u>Highways &amp; Lighting – 13.09.21</u></b>  Cllr Sheen presented the Minutes:  20's Plenty – works had been expected to commence mid-October and WTC would be given 3 weeks' notice which we had not received. The Assistant Clerk to check.  KCC was investigating the junction of Pilgrims Way and London Road as there had been a number of serious accidents in the last twelve months and residents were very concerned.  <b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.8 <u>Finance and General Purposes – 27.09.21</u></b>  Cllr Sheen presented the Minutes.  F&amp;GP had expressed concern that the costs for the parking project had increased by £14k due to an error by the contractor. This was being followed up.  Members of the F&amp;GP Committee approved the Minutes subject to a minor amendment regarding KGF lease.  <b>Resolved:</b> that the Minutes be adopted.</p> <p><b>5.9 <u>Youth and Community – 29.09.21</u></b>  Cllr Boyle presented the Minutes:  There was a potential problem regarding the usual Christmas tree supplier but an alternative had been sourced just in case.  The Committee were working very hard on the Loneliness project but identifying residents was proving difficult, Cllrs were asked to let the Clerk know of anyone they felt could benefit.  Cllr Coen reported that the Youth Bus had re-commenced and numbers attending were encouraging. The bus was a warm safe venue with gaming facilities onboard. This had been combined with Free Food Friday; Cllr Coen and the Clerk had attended on 24<sup>th</sup> September and Cllrs Coen and Holt on 1st October. The free food was very much appreciated by the young people.  Members of the Y&amp;C Committee approved the Minutes.  <b>Resolved:</b> that the Minutes be adopted.</p>	<p>ER</p> <p>AH</p> <p>EB</p> <p>Cllrs</p>
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	<p>to the consultation stage after just a year. The Finance Officer had circulated a paper regarding the consultation and next steps. The Finance Officer reported that there had been a very good response online so far and the responses were overwhelmingly positive. The Finance Officer had attended a meeting with Funding for All to discuss the project and was being allocated a Funding Mentor. Following discussion it was agreed to: -</p> <ul style="list-style-type: none"> <li>• Set up a small working group to plan the next steps</li> <li>• Draw up a draft TOR for the next steps including discussing resources</li> <li>• Draft a governance structure</li> <li>• Draft a Project Plan</li> </ul>	SK/DM/AH AH/DM DM
8.	<p><b><u>Queen's Jubilee</u></b> The Clerk had circulated a request from the Edenbridge and Westerham Rotary to plant an appropriate tree in Russell House garden; following discussion this was agreed. Following discussion it was agreed to find out what other groups in Westerham were planning and to discuss further at the next meeting.</p>	AH AH
9.	<p><b><u>Annual Liaison Meeting with Sevenoaks District Council</u></b> Cllr Ogden had circulated the WTC Agenda for the meeting with SDC Leader of Council and Chief Executive next week.</p>	
10.	<p><b><u>Meeting Schedules 2022</u></b> The Clerk had circulated a draft meeting schedule for 2022. It was agreed to relook at the May dates due to several conflicts.</p>	AH/DM
11.	<p><b><u>Policies and Procedures</u></b> 11.1 <b>ECO Policy</b> Cllr Lord reported that the draft ECO Policy was deliverable for a council of our size and the Action Plans would maximise community engagement. Thanks were given to Cllr Lord, the Clerk and Deputy Clerk for all their work on this project. Action Plans would now form part of every committee agenda. Following discussion the ECO Policy was approved. <b>Resolved:</b> To approve the ECO policy. 11.2 <b>Tree Management Strategy</b> Cllr Lord presented the Tree Management Strategy which APFOS recommended to Council for approval. Following discussion this was approved. <b>Resolved:</b> To approve the Tree Management Strategy.</p>	
12.	<p><b><u>Correspondence</u></b> 12.1 A letter of thanks had been received from Citizens Advice for the grant received from WTC. 12.2 Information had been received from KALC regarding their AGM on 13<sup>th</sup> November on zoom. Please let the Clerk know if you would like to attend.</p>	

13.	<p><b><u>Reports from Councillors</u></b></p> <p>Cllr Ogden had a zoom call with KCC Cllr Chard regarding Covers Farm. Cllrs Ogden and Coen had met with Cllr Esler regarding the KGF redevelopment.</p> <p>Cllr Ogden had met with SDC Cllr Maskell regarding KGF and DVLP. Cllrs Lord and Cllr Elsdon Wortley attended the WSA meeting on 20<sup>th</sup> September.</p> <p>Cllr Holt attended the IPAG meeting and was trying to recruit more attendees.</p> <p>Cllr Holt was going to be working with the National Trust to expand community engagement.</p> <p>Cllr Sheen reported that she and the Clerk had completed the KCC Budget consultation.</p> <p>Cllr Davies had completed her Dynamic Cllr training.</p>	
14.	<p><b><u>TN16, Edenbridge Magazine &amp; website</u></b></p> <p>None.</p>	
15.	<p><b><u>Matters for District and County Councillors</u></b></p> <p>None.</p>	
16.	<p><b><u>Further matters for consideration at the next meeting</u></b></p> <p>Budgets</p>	
17.	<p><b><u>Date of next meeting</u></b></p> <p>6<sup>th</sup> December 2021</p>	

The meeting was concluded at 9.50 pm

Minutes confirmed as a correct record:

Chairman